



SOCIAL CARE IRELAND

FINANCIAL MANAGEMENT

For Executive Members of Social Care Association of Ireland Special Interest, Associate & Affiliate Groups

BANK ACCOUNTS

In accordance with the association's Rules & Byelaws (see Section 3, Rule 3:2:7), Special Interest Groups and Associate Groups should not operate a bank account.

EXPENSE POLICY

Expenses incurred by a Group member who holds a position/appointment or where carrying out activities on behalf of a Group will be reimbursed by the Group once:

- Expenditure is agreed by Group in advance;
- Expenditure is claimed within 45 days of expense being incurred;
- Expenditure is within an approved budget and the budget is not overspent;
- Expenses are claimed on the SCI Mileage/Expense Claim Sheet (attached)

The general principle is that no person will obtain a benefit from expenses payments. Expense payments will be a reimbursement of actual costs, which are reasonable and are incurred wholly, exclusively and necessarily for the carrying out of the Group Member's role in relation to the task agreed with the Group. All expense claims need to be made in writing and should set out the details of the expenses incurred, including;

- Date, nature and amount of expenditure;
- Phone costs will only be paid on the basis of itemised phone bills or based on a list of phone calls.

APPROVAL

All expense claims must be signed by the claimant and approver (SCI Treasurer).

STANDARD EXPENSE RATES

We recommend that a Group should use the SCI expense rates which are outlined in the SCI Travel and Subsistence Policy.

Any rates used other than those rates should be agreed by the Group and should not result in any gain by the Group member claiming the expense.

APPLYING FOR CPD FUNDING FROM SCI

When making an application for CPD funding, please contact the Continuing Professional Development Officer at cpd@socialcareireland.ie



SOCIAL CARE IRELAND

Social Care Association of Ireland CLG T/A Social Care Ireland
Directors: D. Durney, N. Howard, P. Byrne, C. Kelly, K. Lalor, L. Ledwidge, J. Walsh, C. Cronly
Registered in Dublin, Ireland Registered Number: 588331
Registered Office: 75 Stephen's Green, Dublin 2, Dublin, D02 PR50
Correspondence Address: ChildVision, Gracepark Road, Drumcondra, Dublin 9
P: 087-7463926 E: info@socialcareireland.ie W: www.socialcareireland.ie



SOCIAL CARE IRELAND

SCI MILEAGE/EXPENSE CLAIM					Vehicle reg:				
Claimant name:					Car Make:				
					Department:		Social Care Ireland		
Employee No:		N/A		for month of					
Day:	Business journey/expense details.						Other Expense per docket attached	Authorised by:	
	State start and finish location and purpose for mileage and name of supplier and purpose for other expenses				Miles	Km	€ amt		
<i>Please enter the amount of miles/kilometers claimed - and Accounts will apply the mileage rate to the total distance claimed</i>									
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					TOTALS		0	0	0
To be completed by the Accounts Dept					€value of mileage claimed = €				0
					Total value of this claim =				0

Any expense/journey undertaken without prior authorisation cannot be approved for payment by SCI. All receipts for 'other expenses' must be attached.

Signed by Claimant: _____

Approved By: _____
Noel Howard, SCI Treasurer

For Accounts Dept Use: All supporting Paperwork attached: Paid via dated: